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How to Add a Screen Name in America Online

You can have five screen names on AOL 4.0. Each screen name acts as a separate account, but access is controlled by the "master" account. By giving a child a screen name, for example, the child can get his or her own e-mail, but the parents retain control over the account and can set access privileges.

Steps:

1. Sign on to AOL.
2. Click My AOL in the top toolbar.
3. Click Screen Names from the pop-up menu.
4. Click Create a Screen Name.
5. Click Create a Screen Name again on the new screen that comes up.
6. Enter the screen name you want to use in the box.
7. Press Enter.
8. Type the password you want to use twice.
9. Press Enter on the screen.
10. Click Continue.
11. Customize the new screen name with the preferences you want.
12. Click Continue.
13. Click Accept Settings.

Tips:

- Make sure to write down the password for each screen name so you don't forget it.

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- If the name you want is already taken, try changing the spelling a little bit. You can also add a number at the end of the screen name if it's already taken.
- Set up the preferences you want for each name.

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- [Set Up Parental Blocks in America Online](#)
- [Set Privileges for America Online Screen Names](#)
- [Switch to Another America Online Screen Name Without Logging Off](#)
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Things You'll Need:

- Internet access
- computers
- computer desks
- Internet Explorer
- America Online

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